

Flapping

INSTRUCTION HANDBOOK



April 1999



Flagging Instruction Handbook



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Headquarters
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Flaggers

All flaggers shall know the fundamentals of flagging before being assigned as a flagger.

1. Characteristics of a Flagger

- A sense of responsibility to the public and co-workers.
- Training and/or experience in traffic control practices.
- Average intelligence.
- Good physical condition, including sight and hearing.
- Mental alertness and the ability to react in an emergency.
- Courteous, but firm manner.
- Neat appearance. Proper clothing, no shorts or cut-offs.

2. High Visibility Clothing

Day Time Work:

- A flagger shall wear orange, strong yellow-green or fluo-

rescent colored warning garments such as vests, jackets or shirts, safety glasses and a white hard hat.

Night Time Work:

- A flagger shall be outfitted with retroreflective garments, safety glasses and a white hard hat.
- White outer garments with retroreflective material may be worn in lieu of colored vests, jackets and/or shirts.
- **White outer garments should not be worn during snow or fog conditions.**

3. Flagger Equipment

- A **STOP/SLOW** paddle (C28A & B) in good condition.
- Advance warning signs.
- Channelizing devices, such as cones.
- A method of communication, such as 2-way radio.

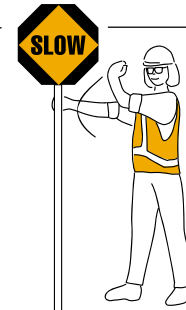
Hand Signaling Procedures

The following diagram illustrates the preferred flagging method using a paddle.

TO STOP TRAFFIC



TO LET TRAFFIC PROCEED



TO ALERT AND SLOW TRAFFIC



Stopping Distances

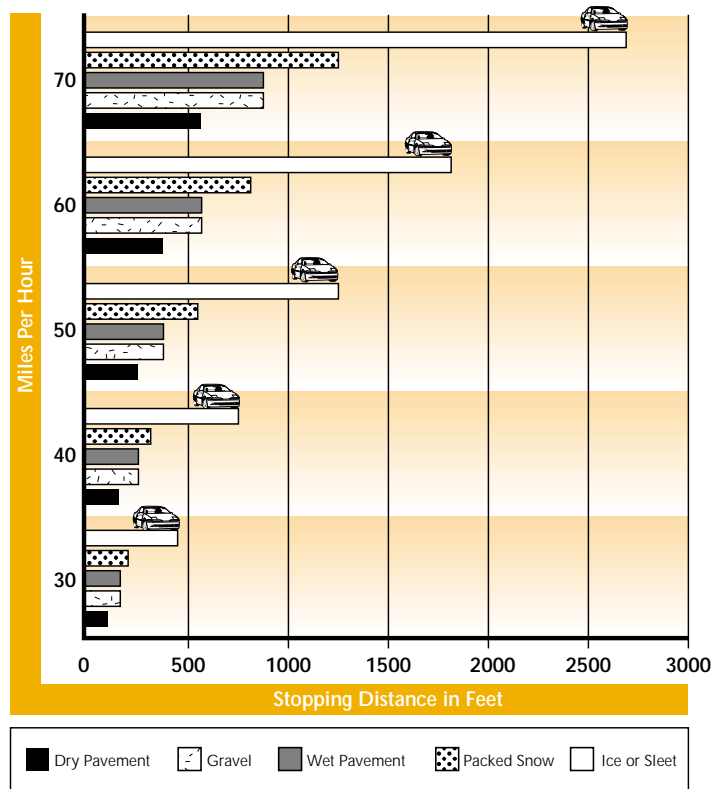
Road conditions affect stopping distance

Stopping distances vary according to road and weather conditions. On an icy road, for

example, a vehicle may travel four times the distance it would require to stop on dry pavement.

The following chart compares stopping distances for a variety of road conditions.

STOPPING DISTANCES
(Based On Road Conditions)



- Drinking water.
- Protective clothing in case of a change in weather.

4. Work Zone Layout and Flagger Station

Work Zone Layout:

- All advance warning signs shall be equipped with flags for daytime closures and flashing beacons for nighttime closures, as indicated on Traffic Control Plan.
- Use approved transitions to channelize traffic from a normal path to a new path.
- An Activity Area should consist of a Work Space, Traffic Space and Buffer Space and a Termination Area to return traffic to the normal traffic path.

Flagger Station:

- Shall have the proper advance warning signs.
- Shall be visible to approaching traffic at all

times.

- Have an escape route.
- Adequate lighting. Away from shadows during the day, and well lit at night.
- When flaggers are no longer needed, be sure to cover, turn or remove "FLAGGER AHEAD" and "PREPARE TO STOP" signs.
- Park all vehicles away from the flagger station.
- Keep the flagger station clean. Eliminate distractions like chairs, books, or radios.

5. Hand-Signaling Procedures (see page 11)

- Tell the driver what action to take, use standard hand and paddle signals.
- The following methods of signaling for STOP, SLOW and GO should be used.

STOP:

Stand on the shoulder, stop

sign facing traffic with arm outstretched and palm toward the traffic until the first car is stopped, then move to center of the road.

SLOW:

Slow sign facing traffic, arm outstretched and palm down, move hand and arm up and down in a pumping motion. Stand on the shoulder facing the traffic.

GO:

Slow sign facing traffic, arm in a sweeping gesture, then end the sweep by directing traffic. Stand in the lane when traffic uses the left lane, and on the shoulder when traffic uses the right lane.

6. Method of One-Lane, Two-Way Traffic Control

- One-way traffic control can be handled by a single flagger or by a flagger at

each end of the work zone. A Pilot Car or Official Car is used with flaggers for lengthy work zones.

Single Flagger:

- When a single flagger is used, the flagger station should be located on the shoulder opposite the work space or in a position where good visibility and traffic control can be maintained.
- The traffic control zone is short enough to allow good visibility from one end to the other end.
- Traffic is normally light to avoid the possibility of opposing traffic arriving at the traffic control zone at the same time.

Two Flaggers:

- When two flaggers are used, the flaggers should be able to communicate orally or with hand signals.
- Radios may be desirable even when visual contact

an emergency.

Traffic Accidents:

- Notify your supervisor and call for help.
- If an accident happens in the line of waiting traffic, stay at your station and continue to control traffic until you receive instructions from your supervisor or a police officer.
- If an accident happens within the controlled area, hold approaching traffic and follow instructions from your supervisor, the head flagger or from a police officer.
- Flaggers are to communicate with each other before releasing or stopping traffic.

9. Methods of Dealing with Hostile Drivers

- Be courteous and professional.
- Do not get involved in an argument with motorists or pedestrians.
- If a motorist fails to follow your instruction and threatens the safety of the work area, note the vehicle license number and description of the vehicle and driver.
- Report the information to your supervisor for the purpose of filing a police report.

Flashing

not confused with other workers in the area.

- Do not blend with the background.
- Stand alone. Do not allow other workers to congregate around the flagger station.
- Place personal items out of the way, so they will not distract approaching traffic or block your escape route.

8. Emergency Situations

- Establish a warning signal for the work area crew in case of an emergency.

Emergency Vehicle:

- When informed in advance of an approaching emergency vehicle, the flagger should clear an unimpeded path for the emergency vehicle by stopping traffic from all directions.
- When no advance notice is given, first stop the emergency vehicle, stop all traf-

fic including construction equipment to provide a clear path for the emergency vehicle to pass.

- When the type of work, such as blasting or excavation makes the roadway impassable, advance arrangements should be made with the local police agency who has jurisdiction over the roadway.

Violations:

- Flagger must know how to handle violations of traffic control, crashes or accidents in traffic control zone and emergency flagging operations.
- Warn the construction workers that a driver has run the flagger station.
- Stop all vehicles entering the work area, but do not put yourself in an unsafe situation.
- Prepare ahead of time for this possibility.
- Plan your escape route in

Flashing

is possible.

- Signals between the flaggers should not give the wrong message to motorists.

Pilot Car:

- All traffic waits for the pilot car.
- Provides guidance and speed control. In long lane closures, two pilot cars may be used.
- Pilot cars require special signs and radios.

Official Car:

- This is a special car that brings up the end of a line of traffic.
- It is also helpful if hauling trucks need to be taken out of the closure along with traffic.

7. A Demonstration of Proper Flagger Methodology and Operations

- Flagger shall be able to demonstrate the proper

use of the **STOP/SLOW** paddle and hand signals to be used to direct traffic.

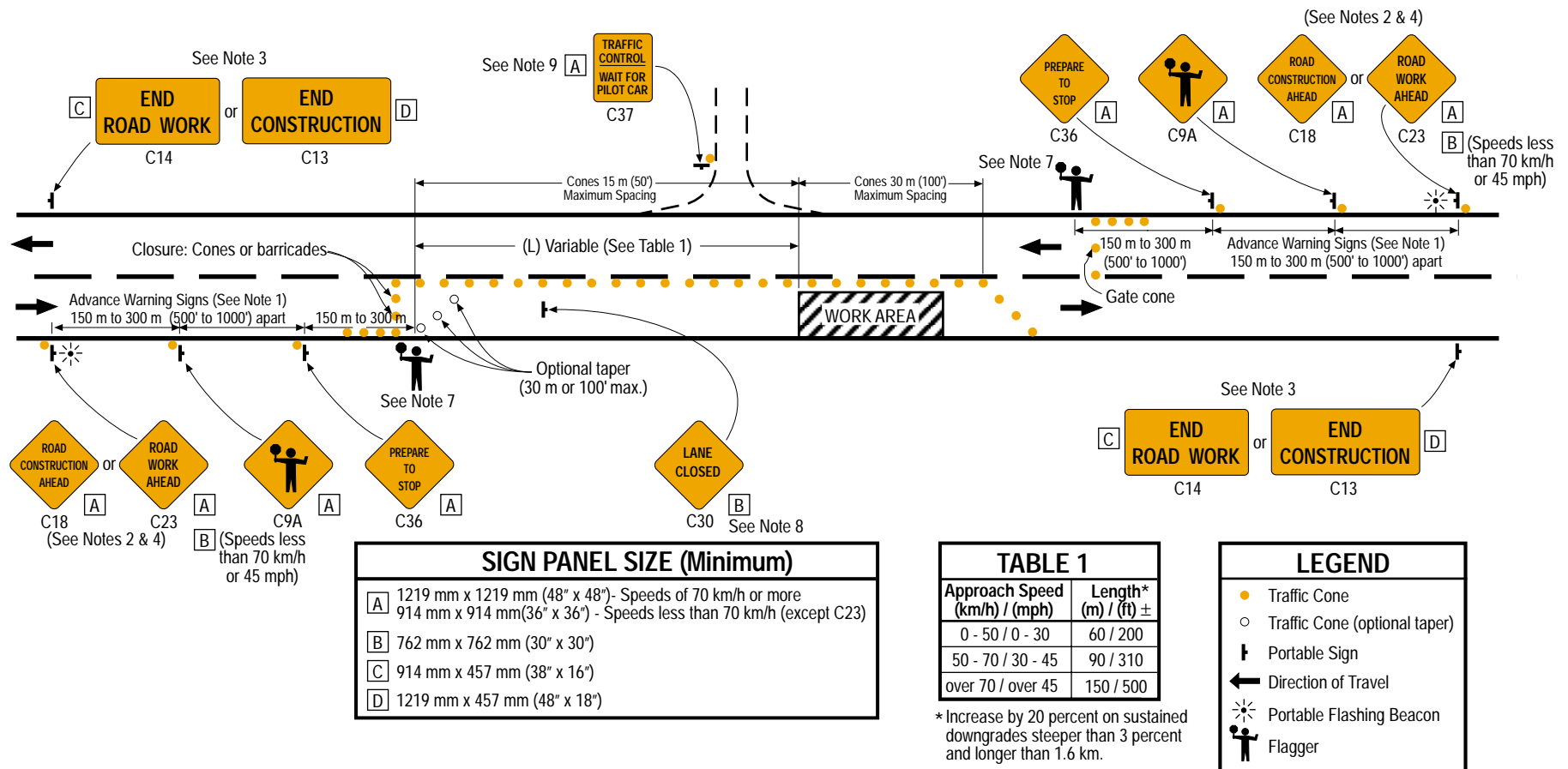
- When a flagger is used only to slow traffic, use the **SLOW** side of the paddle, and the word **STOP** should be covered.
- The **STOP/SLOW** paddle shall always be held by the flagger and never placed in a traffic cone or on a barricade.
- Never flag from inside a vehicle. Do not lean, sit, or lie on a vehicle.

Operation:

- Location and visibility are very important in flagging operation.
- Flagger station should be on the shoulder and opposite to the active work area.
- Flagger should not stand next to the active work area.
- The flagger should be easily identified by drivers and

(Continue on Page 8)

TYPICAL LANE CLOSURE WITH REVERSIBLE CONTROL



- Where approach speeds are low, signs may be placed at 90 m (300') spacing, and in urban areas, closer.
- All advance warning sign installations shall be equipped with flags for daytime closures. Flashing beacons shall be placed at the locations indicated during night lane closures.
- A C13 "END CONSTRUCTION" or C14 "END ROAD WORK" sign, as appropriate, shall be placed at the end of the lane control unless the end of work area is obvious, or ends within a larger project's limits.
- If the C18 (or C23) sign would follow within 600 m (2,000') of a stationary C18, C23, or C11 "STATE HIGHWAY CONSTRUCTION NEXT _____ MILES," use a C9A sign for the first advance warning sign.
- All cones used for night lane closures shall be fitted with reflective sleeves as specified in the specifications.
- Portable delineators, placed at one-half the spacing indicated for traffic cones, may be used in lieu of cones for daytime closures only.
- Additional advance flaggers may be required. Flagger should stand in a conspicuous place, be visible to approaching traffic as well as approaching vehicles after the first vehicle has stopped. Nighttime flagger station shall be illuminated as provided in the current edition of the "Manual of Traffic Controls," published by the State of California, Department of Transportation. Place a minimum of four cones at 15 m (50') intervals in advance of flagger station as shown.
- Place C30 "LANE CLOSED" sign at 150 m to 300 m (500'-1000') intervals throughout extended work areas. They are optional if the work area is visible from the flagger station.
- When a pilot car is used, place a C37 "TRAFFIC CONTROL - WAIT FOR PILOT CAR" sign at all intersections within traffic control area. Signs shall be clean and visible at all times.